

Budget Instructions for FUSE Cycle 3 Guest Investigator Programs

A cost proposal is requested for all successful FUSE Cycle 3 Guest Investigator (GI) programs selected under NRA-01-OSS-02 that require financial support from NASA. Funding under the FUSE GI Program is available only to Principal Investigators and Co-Investigators affiliated with U.S. institutions. The cost proposal may be prepared according to the guidelines of the institution submitting the proposal. This information may be summarized on the following Budget Summary Form, but its use is not mandatory. These budget instructions and forms are available on-line from the FUSE GI web site (<http://fusewww.gsfc.nasa.gov/fuse/>). The cost proposal must contain the following:

1. A narrative summary of the responsibilities of the various investigators taking part in the observing program.
2. Costs for direct labor, including individual levels of effort and rates for the personnel involved.
3. Estimated costs for equipment, materials, computer services, hardware and software license and maintenance costs, if any. Itemize items over \$500. Explain the need for items costing more than \$5,000.
4. Travel costs - itemize trips. In general, only one trip per team member to a professional society meeting or scientific conference will be supported. In addition, NASA will support travel for two team members per program to a FUSE science and data workshop to be held in Baltimore, MD.
5. Overhead rates and costs. Identify cost rate(s) and base(s) as approved by the cognizant Federal agency, including the effective period of the rate.
6. Other costs, with explanation.
7. Proposed contributions from any cost-sharing plan to offset costs of items 2 –6 above. If cost sharing is based on specific cost items, identify each item and amount in an attachment.
8. Total cost of support requested from NASA, not to exceed the amount indicated in the FUSE Cycle 3 award letter from NASA Headquarters.
9. The signature of the institutional official authorized to legally bind the institution. The submitted cost proposal must include the Certification of Compliance sheet (attached below) indicating the institution's adherence in these areas.

Co-Investigator Funding

NASA will process separate grants or contracts for Co-Investigator funding at the request of the PI. The PI must make such requests in writing at the time of budget submission and specify the portion of the total award to go to the Co-I's institution. The Co-I must submit a separate budget for the amount indicated by the PI following the above budget guidelines. In such cases, the PI budget submitted to NASA must be only for the portion to be awarded to the PI's institution, not the total program award.

Submit signed original and one copy of the cost proposal to:

Dr. George Sonneborn
FUSE Project Scientist
NASA's GSFC, Code 681
Building 21, Room 260
Greenbelt, MD 20771

Budgets should be submitted by December 15, 2001, to help expedite the processing of grant awards.

BUDGET SUMMARY for FUSE CYCLE 3 GUEST INVESTIGATOR PROGRAM

___ Total Period of Performance from (M/D/Y) _____ to _____

	<u> NASA USE ONLY </u>		
	A	B	C
1. <u>Direct Labor</u> (salaries, wages, and fringe benefits)	_____	_____	_____
2. <u>Other Direct Costs:</u>			
a. Subcontracts (e.g. to Co-I institution)	_____	_____	_____
b. Equipment	_____	_____	_____
c. Supplies	_____	_____	_____
d. Travel	_____	_____	_____
e. Other	_____	_____	_____
3. <u>Facilities and Administrative Costs</u>	_____	_____	_____
4. <u>Other Applicable Costs:</u>	_____	_____	_____
5. <u>SUBTOTAL--Estimated Costs</u>	_____	_____	_____
6. <u>Less Proposed Cost Sharing</u> (if any)	_____	_____	_____
7. <u>Total Estimated Costs</u>	_____	_____	XXXXXXXX
8. APPROVED BUDGET	XXXXXXX	XXXXXXX	_____

Certification of Compliance with Applicable Executive Orders and U.S. Code

By signing and submitting this cost proposal for the FUSE Cycle 2 Guest Investigator Program, the Authorizing Official of the proposing institution (or the individual proposer if there is no proposing institution):

- 1) certifies that the statements made in this proposal are true and complete to the best of his/her knowledge;
- 2) agrees to accept the obligations to comply with NASA award terms and conditions;
- 3) provides certification to the following that are reproduced in their entirety as part of the Budget Instructions for FUSE Cycle 2 GI Programs: (i) Certification Regarding Debarment, Suspension, and Other Responsibility Matters; (ii) Certification Regarding Lobbying, and (iii) Certification of Compliance with the NASA Regulations Pursuant to Nondiscrimination in Federally Assisted Programs.

THIS PAGE IS TO BE ATTACHED TO COST PROPOSAL
AND SUBMITTED TO NASA

**Certification Regarding Debarment, Suspension, and
Other Responsibility Matters**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.510, Participant's responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

2. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 3. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 4. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 5. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 6. Have not within three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Certification Regarding Lobbying

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000 for each such failure.

**Certification of Compliance with the NASA Regulations Pursuant to Nondiscrimination in
Federally Assisted Programs**

The (*Institution, corporation, firm, or other organization on whose behalf this assurance is signed, hereinafter called "Applicant "*) hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352), Title IX of the Education Amendments of 1962 (20 U.S.C. 1680 et seq.), Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and the Age Discrimination Act of 1975 (42 U.S.C. 16101 et seq.), and all requirements imposed by or pursuant to the Regulation of the National Aeronautics and Space Administration (14 CFR Part 1250) (hereinafter called "NASA") issued pursuant to these laws, to the end that in accordance with these laws and regulations, no person in the United States shall, on the basis of race, color, national origin, sex, handicapped condition, or age be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives federal financial assistance from NASA; and hereby give assurance that it will immediately take any measure necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of federal financial assistance extended to the Applicant by NASA, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which the federal financial assistance is extended to it by NASA.

This assurance is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts, or other federal financial assistance extended after the date hereof to the Applicant by NASA, including installment payments after such date on account of applications for federal financial assistance which were approved before such date. The Applicant recognized and agrees that such federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign on behalf of the Applicant.

NASA FORM 1206